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APPROVED
BY THE CITY COUNCIL

JUL 18 1989

OFFICE OF THE
CITY CLERK

DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

OFFICE OF THE DIRECTOR

916-449-5548

July 12, 1989

DIVISIONS:

City Council
Sacramento, California

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

Honorable Members In Session:

Subject: APPROVAL OF PLANS AND SPECIFICATIONS FOR
RESTROOM ADDITIONS TO FIRE STATIONS 7, 10, 13 & 16
(F.S.#7, 6500 WYNDHAM DR.; F.S.#10, 5642-66TH ST.;
F.S.#13, 1100-43RD AVE.; F.S.#16, 7363-24TH ST.)

SUMMARY

The Facility Development Section has coordinated the preparation of plans and specifications for the subject project. A copy of said plans and specifications has been forwarded to the City Clerk and approval is requested.

BACKGROUND

This project consists of the addition of womens' restrooms at the four subject Fire Stations to facilitate the separation of mens' and womens' locker and restrooms, as mandated by Occupational Safety and Health Standards Board.

POLICY CONSIDERATIONS

There are no policy considerations associated with this item.

MBE/WBE EFFORTS

Plans and specifications will be sent to nineteen (19) plan rooms and construction services organizations for publication and use by the construction industry in Northern California. There are four (4) organizations on the distribution list that are directly involved with MBE/WBE construction firms.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept in a secure and accessible format. Regular backups are recommended to prevent data loss in the event of a system failure or disaster.

The second section outlines the process of reconciling the accounts. This involves comparing the internal records with the bank statements to identify any discrepancies. If a difference is found, it is essential to investigate the cause immediately to avoid any financial irregularities.

Finally, the document stresses the need for periodic audits. These audits help to ensure that the accounting system is functioning correctly and that all transactions are properly recorded and classified.

In conclusion, maintaining accurate and up-to-date financial records is a fundamental responsibility for any business. It not only provides a clear picture of the company's financial health but also serves as a valuable tool for decision-making and strategic planning.

By following the guidelines outlined in this document, businesses can ensure that their financial data is reliable and trustworthy.

The following table provides a summary of the key points discussed in the document.

Topic	Key Points
Record Keeping	Support all transactions with receipts/invoices; maintain records in a secure and accessible format; perform regular backups.
Reconciliation	Compare internal records with bank statements; investigate any discrepancies immediately.
Audits	Conduct periodic audits to ensure the accuracy of the accounting system and proper classification of transactions.

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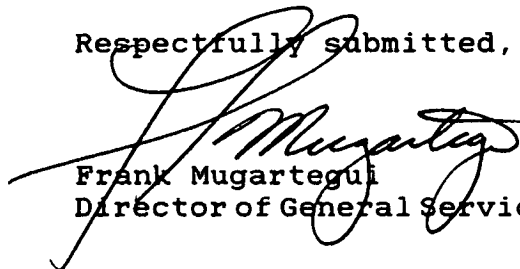
FINANCIAL

The estimated construction cost for this project is \$125,000. The project budget for FA41 is \$163,000. The unobligated fund balance as of this date is \$138,576.

RECOMMENDATION

It is recommended that the plans and specifications be approved, that the \$30.00 non-refundable plan and specification charge be approved, and that bids be received on August 8, 1989.

Respectfully submitted,



Frank Mugartegui
Director of General Services

Recommendation Approved:

Walter J. Slipes
For, Walter J. Slipes, City Manager

July 18, 1989
Districts 1, 7 & 8

Note: Questions regarding this report should be referred to Russell E. Billing, Project Manager, Facility Management Division, 449-5977.

